



INFORMATION TECHNOLOGY

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Salt Lake City School District Student Laptop Checkout Agreement

(This form must be signed by a parent or legal guardian before a laptop can be issued.)

I will receive a laptop and accessories noted below to use for school related purposes during the school year. It will be returned by the end of the checkout period.

Checkout Purpose: _____

Checkout Period: _____

- ☐ I have read and understand the Salt Lake City School District Acceptable Use Policy and the accompanying administrative procedures (Board Policy I-18).
- ☐ I understand there may be charges if the laptop or accessories are damaged, lost or stolen.
- ☐ I understand that only district approved software may be installed on this laptop.
- ☐ I will not lend this laptop to anyone.
- ☐ I will immediately report theft or damage of any kind to the media center and/or my teacher.
- ☐ I understand that all Internet use is filtered and monitored.
- ☐ I will not try to circumvent the district's security or filtering software and understand that doing so is a violation of Board Policy I-18.
- ☐ I understand that I need to save all documents in my student OneDrive or Canvas account.
- ☐ I understand that I must return the laptop at the end of the checkout period or I may be responsible to cover the cost of replacing the device.
- ☐ I understand that the privilege of using this device may be revoked for violating this agreement or for any misuse of the device.

Device Type: _____

Replacement Cost: \$460 Device Serial #: _____ Device Inventory #: _____

Remember to login to the laptop before leaving the school.

For hardware and software problems, my teachers or I will contact the School Librarian/Media Specialist.

Student Number: _____

Student Name: _____ Signature: _____ Date: _____

Parent/Guardian Name: _____ Signature: _____ Date: _____

A copy of this agreement should be kept by the school and the district's Information Technology Office.